

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS & CHAIRS' MEETING
OCTOBER 31, 2000**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met at 8 p.m. Pacific Standard Time (PST) on October 31, 2000 prior to the Opening Plenary Session the Sixth NELAC Interim Meeting (NELAC 6i) at the Riveria Hotel in Las Vegas, NV. The meeting was led by its chair, Dr. Charles Brokopp of the Utah Department of Health following the agenda distributed previously to Board members (Attachment A). The list of participants is shown in Attachment B, the new list of action items is given in Attachment C, and the cumulative list of action items is given in Attachment D.

APPROVAL OF MINUTES

Dr. Brokopp reviewed the minutes of the October 12, 2000 meeting of this Board, which were approved as edited. Due to limited time, review of action items was omitted.

REVIEW OF PROCEDURES FOR CONTRACTOR ASSISTANCE

Dr. Brokopp then asked Dr. Gene Tatsch to review roles and responsibilities of the chairs and the Research Triangle Institute (RTI) team for the meeting. This included development of the draft minutes, proposed changes to the chapters of the NELAC Standard, session evaluations, and preparation of the closing overheads.

STATUS OF STANDARDS AND COPYRIGHT ISSUES

Ms. Jeanne Hankins reported a one-year (with option for two one-year extensions) agreement has been signed by the U.S. Environmental Protection Agency (EPA) with the American National Standards Institute (ANSI), the U.S. representative of the International Standards Organization (ISO) for use of ISO language, direct and derivative, in the NELAC Standard, in printed and web-posted form. She noted that two one-year options are available for \$25,000 per year, but it is unlikely that any further extension can be negotiated for web-posting of ISO language.

Following extensive discussion, it was agreed that committees' efforts should be directed towards revising the chapters to cite the desired ISO wording by reference, including explanatory and supplemental notes as needed for application to NELAC-specific issues.

Additional discussion resulted in the suggestion that the Environmental Laboratory Advisory Board (ELAB) be requested to explore satisfactory long-term options and report their findings to the Board. Another suggestion was that a representative from ANSI be invited to participate in a future Board teleconference to discuss viable options.

ON-SITE ASSESSMENT RECOMMENDATIONS

This subject was postponed to the Board's next meeting due to lack of time.

NEW BUSINESS

Ms. Hankins asked for a consensus on the last date that all committees would accept comments. Following review of the requirements of the NELAC Standard, the following timetable was agreed on:

January 19, 2001	Final date for comments to be received for committee consideration for NELAC 7
March 19, 2001	Final date for proposed changes to be received by the NELAC Director
April 6, 2001	Proposed changes posted on the website for consideration by the Conference

Discussion of additional new business was postponed to the Board's next meeting due to lack of time.

NEXT MEETING

The next meeting of this Board is scheduled for November 9, 2000 at 1:30 p.m. by teleconference.

NELAC BOARD OF DIRECTORS & COMMITTEE CHAIRS

DRAFT AGENDA

OCTOBER 31, 2000

Riviera Hotel

Las Vegas, NV

<i>TIME</i>	<i>SUBJECT</i>	<i>PRESENTER</i>
8:00	Approval of Minutes of October 12, 2000, Meeting *	Chuck Brokopp
8:10	Review of procedures for contractor assistance	Gene Tatsch
8:25	Status of standards and copyright issue - implications for standards Advanced Warning: Because of the copyright issue, the NELAC standards must be modified within 1 year such that any ISO language is removed and cited by reference only. Otherwise NELAC must pay at least \$25,000 per year to ANSI for a licensing fee. EPA is supporting this cost for the next year.	Jeanne Hankins
8:40	On-site Assessment Recommendations	Bill Ingersoll
8:50	New Business	
9:00	Adjourn	

* Attachment

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
OCTOBER 31, 2000**

Name	Affiliation	Address
Dr. Charles Brokopp Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Ms. Ann Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Dr. Stephen Billets Exec. Secy., Acting	USEPA/ORD	T: 702-798-2232 F: 702-798-2261 E: billets.stephen@epa.gov
Ms. Jeanne Hankins Director	USEPA, ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epa.gov
Dr. Paul Kimsey	CA Department of Health Services	T: (510) 540-2411 F: (510) 540-3075 E: pkimsey@dhs.ca.gov
Ms. Silky Labie	FL Department of Environmental Protection	T: 904-488-2796 F: 904-922-4614 E: labie_s@dep.state.fl.us
Dr. Jim Pearson	VA Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Anne Rhyne	TNRCC	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Jackie Sample (absent)	US DOD	T: (843) 764-7337 (11) F: (843) 764-7360 E: samplejh@navsea.navy.mil
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epamail.epa.gov
Mr. John Anderson	Chair, Accrediting Authority Committee	T: 217-782-6455 F: 217-524-0944 E: jpanderson@epa.state.il.us
Mr. Dan Bivins	Chair, Field Activities Committee	T: 919-541-5244 F: 919-541-1039 E: bivins.dan@epa.gov

LIST OF PARTICIPANTS (CONTINUED)
BOARD OF DIRECTORS MEETING
OCTOBER 31, 2000

Name	Affiliation	Address
Ms. Barbara Burmeister	Chair, Proficiency Testing Committee	T: 608-265-1100 F: 608-265-1114 E: burmie@mail.slh.wisc.edu
Mr. Matt Caruso	Chair, National Database Committee	T: 518-485-5570 F: 518-485-5568 E: caruso@wadsworth.org
Ms. Janet Cruse	Chair, Accreditation Process Committee	T: 217-785-0601 F: 217-524-0944 E: epa6111@epa.state.il.us
Mr. Bill Ingersoll	Chair, On-site Assessment Committee	T: 843-764-7337 F: 843-764-7360 E: ingersollws@navsea.navy.mil
Dr. Kenneth Jackson	Chair, Program Policy & Structure Committee	T: 518-485-5570 F: 518-485-5568 E: jackson@wadsworth.org
Dr. Carl Kircher	Chair, Regulatory Coordination Committee	T: 904-791-1574 F: 904-791-1591 E: carl_kircher@doh.state.fl.us
Dr. Jim Pearson	Chair, Nominating Committee	T: 804-786-7905 F: 804-371-7973 E: jpearson@dgs.state.va.us
Ms. Marge Prevost	Chair, Membership and Outreach Committee	T: 518-485-5570 F: 518-485-5568 E: mmp03@health.state.ny.us
Mr. Scott Siders	Chair, Quality Systems Committee	T: 217-785-5163 F: 217-524-0944 E: epa6113@epa.state.is.us
Dr. Gene Tatsch (Contractor Support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 E: cet@rti.org

**NELAC BOARD OF DIRECTORS MEETING
OCTOBER 31, 2000
NEW ACTION ITEMS**

Item No.	Action	Status
1	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed	
2	ELAB will be requested to explore satisfactory long-term options for use of ISO language in the NELAC Standard and report their findings to the Board.	
3	A representative from ANSI be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS MEETING
OCTOBER 31, 2000**

Date of Meeting	Action	Status
04/13/2000	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	On-going
01/11/1999	Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	On-going
09/23/1999	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	On-going
01/18/2000	Ms. Hankins will seek clarification on USEPA's NELAC staffing plans.	Clarification requested; awaiting response
01/18/2000	Dr. Jackson will update a mailing list and finalize a letter to encourage participation in NELAC committees.	Completed
	Board members will place follow-up calls to recipients as needed.	On-going
05/04/2000	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
05/04/2000	Barb Burmeister will Email the PT committee's process for responding to nominations to Jeanne Hankins.	On-going
05/08/2000	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
7/13/00	Board members to forward names of persons to fill Board vacancy.	Ongoing
7/13/00	Ken Jackson will inform NELAP accrediting authorities of Board's decision to: 1. announce primary accreditations of NELAP-accredited laboratories the first week of 2001, and 2. Announce secondary accreditations thereafter.	Completed. Followup: AAs to inform their labs
7/13/00	Chuck Brokopp will draft thank you note to Robbie Roberts of ECOS for his assistance.	In progress
7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Ongoing

ACTION ITEMS FROM PREVIOUS MEETINGS (CONTINUED)
NELAC BOARD OF DIRECTORS MEETING
OCTOBER 31, 2000

Date of Meeting	Action	Status
8/10/00	Mr O'Neil will send a meeting agenda to Ms. Hankins who will share it with the NELAC Board.	Completed
8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA	Ongoing
8/10/00	Board members are to identify suitable candidates for the vacant Board position	Ongoing
8/10/00	Each committee liaison is to identify the three most important issues for their committee at NELAC 6i: Dr. Brokopp will remind committee chairs.	Completed
8/10/00	Dr. Tatsch will forward the list of NELAC representatives, and the revised directory, as soon as final checking of the database is complete.	Ongoing
9/12/00	Dr. Billets will make the necessary logistical arrangements so the APG can demonstrate the Accrediting Authority Management System at NELAC VII.	Completed
9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
9/12/00	Dr. Brokopp will request a meeting with Mr. Longest late Monday, 10/31/00.	Completed
9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Ongoing
9/12/00	Dr. Brokopp will request that Dr. Kircher nominate other candidates for the Regulatory Coordination committee.	Completed
9/12/00	Mr. Parr, Drs. Jackson & Brokopp, and Ms. Labie will draft a response to the American Lab article.	Completed
9/12/00	Ms. Sample will draft a proposal to the Board for Department of Defense to co-sponsor the Seventh NELAC Interim Meeting.	Ongoing
10/12/00	Ms. Hankins will make arrangements for demonstration of ERA's TracKer(tm) software to the States at NELAC 6i.	Completed
10/12/00	Committees must remove all ISO language from their chapters this year if an annual funding source is not found.	
10/12/00	Reference to national NELAC meetings will use arabic number notation (e.g., NELAC 6i)	In use

ACTION ITEMS FROM PREVIOUS MEETINGS (CONTINUED)
NELAC BOARD OF DIRECTORS MEETING
OCTOBER 31, 2000

Date of Meeting	Action	Status
10/12/00	Dr. Jackson will make the requested changes to the policy for Effective Date of Implementation of the NELAC Standard for the Board's review.	
10/12/00	Dr. Brokopp reported that a recent meeting of ELAB members with SMAG was productive and will provide a written summary for Board members.	Completed - verbal report